

Algonquin Ridge Elementary School  
School Council Meeting Minutes  
November 10, 2015  
6:30-8:30

**In Attendance:** Kerry-Lynne Torrie, Leigh Nykoliation, Lisa Duhamel, Jenny Harris, Nancy Hyde, Meredith Lee, Kim Currie, Lee McLaven, Vanessa Campbell, Dave Heidman, Treena Battaglia, Alison Currie, Andrea Ryan, Nita Jasztrub, Ann Crompton, Fred Van Arragon,

**Regrets:** Sarah Collins, Jillian Pink, Tanya Bingham

**1. Opening Remarks** – Leigh Nykoliation

a. **Continuous Improvement Culture** - Welcome and discussion of representation roles as parents and school voices. There is a desire to keep the tone positive and always moving forward. As per bylaws, any topics for discussion should be presented for the agenda at least 7 days beforehand in order for people to come prepared. We also need to stick to our agenda in order to make the time most efficient with the time allowed.

- Typically the flow of council meetings are as the agenda outlines today. It begins with the Principals remarks and follows with any other business. We aim to continue with the great momentum from last year and move forward. There are a lot of things we can control as a Council and a number of things we can't. It is our goal to focus on things we have control over.

- If there are issues that are beyond the scope of council, please ask about avenues to approach the Board of Education and we will gladly assist/support where possible. However, we must recognize the parameters and limits of our meetings and the level of our influence.

- Approval of minutes will be done by email in the future.

- Protocol will be for secretary (Alison Currie) to send minutes to the principal as well as chairs for approval. Once approved, they will be blind copied to remainder of council for approval in PDF form.

**b. Approval of Minutes**

**MOTION** by Treena Battaglia to approve minutes - carried

**2. Principal's Report** – Kerry-Lynne Torrie

a. **School news, events & accomplishments**

i. Barrie Colts game raised \$1062. Kerry-Lynne Torrie commented on how nice it was to see older kids out and engaged. We have to decide what to use the money raised for tonight.

ii. Breakfast Club – will be running soon. Jillian Pink will do all the shopping. Armstrong, who does the milk, can also provide a good deal of the food delivery as well as the milk. Quality was an issue at other schools. We will most likely go with Jillian. The milk fridges will be moving and breakfast club will be running out of the room across from Mrs. Smith's room. There is anticipation of a good amount of use for the breakfast program. It's possible there may be a surge at the beginning that may peter off. A schedule just needs to be made for teacher and volunteers.

iii. Intermediate Boys VB – November 24 – Jill Smith and Jon Heidman

iv. Intermediate Girls BB – November 23 – Randy Collett

- v. Arts and Drawing club to startup soon under Mrs. McIver
- vi. Scholastic Book Fair starting this week – the higher sales we do the higher percentage that goes back to the library. A handout has gone out to all students. There is a classroom wish list posted.
- vii. Spirit wear – will be available for Christmas. It was suggested that there be a display rack out for the book fair. The news still needs to go up on the website. Some students will be modeling the spirit wear throughout the school.

**b. Labour/ Job Action Update**

- i. CUPE and are back into regular duties. Thank you to Fred Van Arragon who did a lot of floor sweeping.
- ii. ETFO have stopped job action and are ratifying their contracts this week and teaching is back to normal.
- iii. Student Progress Reports – going out with comments December 11.
- iv. Interviews if teachers request or parents are welcome to call as well on November 13<sup>th</sup>

**3. Treasurer’s Report** (see spreadsheet dated “to November 6, 2015”) – Nancy Hyde  
 Noted balance brought forward from last year. Noted money spent so far and the reasons listed. Going forward from here, there is an estimation of \$25,000 from pizza, \$100/week from pita totaling \$600.

**4. Budget Discussion**

- a. **Budget Process** - We have to submit a budget from the school to the board. It is not in absolute dollar terms however it is to note a percentage of fundraising funds to be allocated to certain items. As certain fundraising takes place the funds are allocated more specifically. Nancy has been doing this for a number of years however we need to give her the ideas and goals for the dollars to go towards. Normally the date requested by the board is October 31, however this has been extended. We are targeting the Nov 31<sup>st</sup>. There is some flexibility throughout the year to move things around. We are simply giving an idea now. As mentioned last week, last year had surplus funds as carryovers. This was used up last year and we will be working with less reserves. There is some work to do with regards to the fundraising initiatives for this upcoming year.
- b. **Fundraising Initiatives** - How much do we want to raise? For what? How many fundraisers? Where is the money needed? Keep in mind classroom expenses etc. Nancy recapped past initiatives and noted that last 4 years pizza raised \$25,000; \$1062 from Colts; QSP typically has been \$4000-\$6000. General school needs has \$7000 available. There is \$4270 available as of this afternoon. Dominoes has already brought in almost \$1000, end of school BBQ raised \$1500 through food sales. Vasey bulbs raised almost \$700. Steeped Tea raised \$275; Colts game raised \$875.
- i. QSP – Questions to the group – is it worth continuing? Have we missed the boat since it is already November? Some people may be ready to renew. It is still \$4000. Kickoff is typically October although it is available year round. Meredith Lee noted that it was started at her school (Cookstown) today. The incentives are different this year. Kerry- Lynne Torrie stated the board policy that does not allow incentives but they can be used as prizes. There will be no kick off campaign for this fundraiser at this school. Feedback was that yes raising even some money is good money.

- Question asked for a point person to communicate with QSP and with the school. Question of what is involved? Appears that there is paperwork and possibly some online work. Andrea Ryan volunteered
- Dave Heidman suggested taking a softer approach where the incentives are not involved, just the information pamphlet is sent out and it goes from there. QSP is now selling cookie dough as well. Hewitt's had done cookies, magazines and trinkets.

**ACTION item:** Magazine handout for magazine and cookie sales will go out ASAP and then regular reminders throughout the year via the newsletter. It is estimated that about \$2500 would be raised. Andrea Ryan will be the liaison contact.

- ii. Question about companies like Bradford Greenhouse links - generally felt that this gets confusing and at this point we are not in need of this sort of fundraiser. It also tends to involve a lot of paperwork or man power.
- iii. Big Box Cards program – introduced by Lisa Duhamel. Forest Hill raised \$15,000 last year. Suggestion of a Christmas package where parents choose from what is available. Cards are year round. It can be available Concern that the focus can be diluted. Concern about our timing – only 6 weeks available before Christmas. \$30/box for 30 cards. \$9 profit. Lisa Duhamel will take the lead on this.
- iv. Move away from Steeped Tea and Vasey bulbs.
- v. Kerry-Lynne Torrie noted that according to business adviser the number one fundraiser is chocolates. Timing can vary. Question about how the nut issue is handled. Could be that they are boxed and go straight out the door.
- vi. Selling snacks at nutrition break. For example popcorn, baked chips, belly bears pretzels, fruit cups etc. How easy is it to order and implement? Comment from Nita that it is easy to implement
- vii. Raise the Dough – allowed 2 nights per year. Nita Jasztrub will take initiative on this to get two dates. One for December if possible.
- viii. Nicholyn Farms for lunches – mixed reviews from other schools.
- ix. Question regarding community/ fun stuff – like another fun fair... BINGO was cancelled and needs to be rescheduled. Movie night can be done again soon. Younger night and older event. Dance-a-thons may be considered at some point.
- x. Holiday Bazaar idea to consider for next year
- xi. Needs to go back to how much money do we want to raise? Last year it was \$34,000. Suggested to keep it similar to last year. Wish list states \$33,000. Final fundraising target will be \$32,000).
- xii. **MOTION:** by Treena Battaglia; seconded by Jenny Harris to Execute fundraising initiative QSP with a goal of raising \$3000.
- xiii. Lisa Duhamel would like to revisit the one time donation program to be available at the beginning of the year. KT - Lee McLaven noted that this has not worked in the past. He did the legwork a few years ago so it could be ready to go. Statement made that when initiated at the beginning of the year it has the most potential for buy-out.
- xiv. **MOTION** by Jenny Harris; seconded by Andrea Ryan to Execute Big Box of Cards fundraising program for February launch with a goal of raising \$2000.
- xv. **MOTION** by Lisa Duhamel; seconded by Jenny Harris to Execute the chocolate fundraiser in the spring if needed

- xvi. Fun Fair – great to continue. Good that it is a free event. Cost was \$1700 but Grant money was used. It is not marketed as a fundraiser, although as mentioned some money was raised through food sales.

**MOTION** by Nancy Hyde; seconded by Lisa Duhamel to use the Parent Reaching Out Grant and Parent Engagement Grant for Fun Fair expenses.

- xvii. **MOTION** by Nancy Hyde; seconded by Jenny Harris to Execute Raise the Dough fundraiser with a goal of raising \$1000

**c. New Programs/ Materials Funding Requests & Approval (WISH LIST)**

**Technology**

- A. 5 more document cameras at \$264 each (\$1320)  
-Several projectors are still on carts; screen in learning common – a bit larger
- B. 3 projectors to replace old projectors in the classroom at \$500 each  
(\$1500)
- C. 1 Projector/board for Learning Common  
(\$2500)
- D. 2 additional wireless mics at \$300 each  
- 2 additional mikes – correction total \$600

**MOTION** by Lisa Duhamel; seconded by Andrea Ryan – to use \$5,920 towards technology paid for by Fun Lunches

**Literacy and Math**

- E. Math manipulatives at approximately \$3000 (same as literacy initiative)(\$3000)  
- Pies, cube links etc. There are a lot of new online links as well
- MOTION** by Nancy Hyde; seconded by Andrea Ryan to be paid for ½ by QSP and ½ by Big Box Cards

**School Yard Improvement**

- F. Additional outdoor kindergarten equipment \$2500 (\$2500)  
- Junk yard music (\$350), xylophone piece can be added; look at additional mulch (\$1400) that is less coarse in appearance. Drama stage (\$2500), steel drums, benches (\$4000) – optional other pieces. Much has already been done.
- G. 3 tricycles/scooters at approximately \$100 each (\$600)  
- Tricycles considered too small to be worthwhile. Scooters recommended. Question raised about use of helmets. Noted that some schools do not use helmets.  
**ACTION item** – Kerry-Lynne Torrie to look into the regulations of helmet use.
- H. Box garden around the trees outside the kindergarten rooms (\$1000)  
- Leigh Nykolation noted that Kim Trobak suggested a tower garden that can grow vegetables inside. Cost is about \$2000. Jenny Harris noted that Hewitt’s Creek has 2 in the school. Andrea Ryan knows of the company. Leigh will request that contact forward information to Kerry-Lynne. Some money may come from the administration for this type of project.  
- Close garden club and use money for indoor garden
- I. Misc – playground inspection, flowers (\$1000)  
**MOTION** by Andrea Ryan; seconded by Nita Jasztrab to use \$4000 from ½ big box and remaining from Raise the Dough, and QSP.

## Classroom Needs

- J. \$75/classroom teacher for consumable items (\$2625)  
- \$75 net instead of gross this year as we will get the HST returned  
**MOTION** by Nita Jasztrab; seconded by Nancy Hyde to use funds raised from Fun Lunches

## Athletics

- K. Athletics as per last year's expenses of \$9000 (\$9000)  
- More was spent last year  
- Consider banners and pop up tent in the future  
**MOTION** by Lisa Duhamel; seconded by Andrea Ryan to use funds from Colts games, rest from fun lunches (does not include tent costs)
- L. **Character education** at \$500 (\$500)  
- Speakers etc. will depend on us and school.  
- Question about standardized testing/ boosting our academic standing as a school as whole - motivational speakers, character education  
- Question about special needs within the classroom – Kerry-Lynne Torrie noted that that is a need and she has budgeted a healthy budget for this year.  
- Consider workshop ideas for different innovations and interests (Robotics, coding etc.) – get ideas from the kids and set up with a lead teacher.  
- Comment to check into high-school students to come in and help with teachers for a day like this and use volunteer hours  
- Perhaps host a Career Day with the older children. Utilize parents to present on their abilities  
- Dave Heidman commented on project he is working on 'What does the world need that we don't have? Google is doing an 80%/20% project.  
- Idea Lab – Innisfil Beach Road – look into possible ideas from here.  
- Ken Downs donated needs for the medallion project. He estimated \$1-200 for this/year. He offered classroom rewards for character (Pizza lunch, ice cream sundaes etc.).  
- In school presentations funds could cover some of the above resources discussed (career day etc.).  
**ACTION item** - Kerry-Lynne Torrie will bring this topic to the teachers at their first staff meeting next week to get ideas, interest and abilities from staff  
**MOTION** by Lisa Duhamel; seconded by Jenny Harris to use funds from Raise the Dough to cover expenses
- M. **Student Leadership** development at \$500 (\$500)  
- To allow our 3 OELC trained teachers to do student training here at the school rather than needing to transport the kids elsewhere  
**MOTION** by Nancy Hyde; seconded by Alison Currie to use funds raised from Fun Lunches
- N. **Fun Fair** \$1800  
- This event is not considered a fundraiser although we did end up with a surplus of funds last year from food sales. The Pro Grant (\$1000) and PEC Grant (\$500) will go toward this. Any additional funds required will come from School

budget. NOTE – 15 projects at \$15 000 will be recognized in Simcoe County. \$1000 is coming to ARES for the Pro Grant. Thank you to Tanya Bingham for putting this together.

- O. **Arts** (\$1000)  
- Last year we got what we wanted but we can always put money towards this area; we are at a good spot now  
- Question about musical needs using more industrial resources (a STOMP feel) with a related speaker? Consider in school workshops. Andrea Ryan has a drum circle contact. Kerry-Lynne Torrie will put it back to the teachers to see if they have some ideas. Dave Heidman noted the drums that were made a few years back.  
- Arts and drawing club can benefit from this.  
**MOTION** by Lisa Duhamel; seconded by Andrea Ryan to use funds raised from Fun Lunches
- P. **Commencement** (\$1700)  
- Keep it about the same  
**MOTION** by Nancy Hyde; seconded by Jenny Harris to use funds raised from Fun Lunches
- Q. **Student Subsidy** (\$1000)  
- Only \$500 from council. In total \$1000's went in to this last year from the school budget. Administration is guessing that there may be more this year. QUESTION about "Sponsoring students" in classes when trips are announced – it was decided that this might segregate so we will focus on the fundraising initiatives to keep costs down. The school does round up to some degree.  
**MOTION** by Nancy Hyde; seconded by Alison Currie to use funds raised from Fun Lunches
- TOTAL (\$32,000)

## 5. Adjournment

**MOTION** by Jenny Harris; seconded by Andrea Ryan to adjourn at 8:48pm

Respectfully Submitted by Alison Currie  
Next meeting January 12, 2016